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6 AUG 1978

MEMORANDUM FOR: Executive Advisory Group Members

SUBJECT : Minutes of Meeting, 28 July 1978--Preparations for President's Visit (A/IUO)

1. (A/IUO) Mr. Carlucci reported on his and the DCI's review of preparations under way for the President's visit. Their general guidance for the completion of arrangements and materials is as follows:

- DCI and DDCI concur in arrangements being prepared for handling the press corps which will accompany the President, i.e., the press will not be permitted entry to the auditorium or the main building. *Changes*.
- If the President should arrive at the helicopter pad, the greeting party will be the DCI and DDCI; no entourage.
- The statement prepared for the President's use in the auditorium needs to be reworked, striking a more positive note throughout. The statement format should be altered--from a verbatim speech to a more concise talking points approach allowing message flexibility by the President. The talking points approach should be applied also to DCI welcoming remarks upon arrival of the President in front of main building.
- For reasons of security and participation by too limited a number of personnel, we will not develop a session to show how the Agency works, based on a sensitive project.
- Because of tight scheduling within the 90-minute visit, lowest priority should be given the time to be spent by the President with Agency senior staff.
- The President's tour should be limited to the first floor of the main building (e.g., Room 1A07 and an adjoining room for exhibits/briefings) and to the auditorium via the tunnel with Agency personnel lining the corridors. First floor exhibits/briefings are to be worked out by Sayre Stevens, Les Dirks, and John McMahon (joint presentation by NFAC and DDS&T--25 minutes--in one room and a separate room presentation by DDO--15 minutes).

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2. (C) Mr. Blake suggested that the recent return to Headquarters by several chiefs of station may provide a good and current input to the DDO presentation. It was also noted that Mr. Brzezinski is likely to accompany the President and that reference to his intelligence requirements may be an appropriate element to include in briefings. Mr. McMahon will draw up some appropriate questions and answers which might be used in the auditorium session (30 minutes). Lastly, Mr. Blake noted that, based on past experiences, the Secret Service, press corps, ~~etc~~ al. will visit the compound about a week before the President's arrival ~~now~~ to check out arrangements.

3. (A/IUO) Mr. Carlucci asked that all inputs be submitted soon to Mr. Blake who will oversee the total arrangement.

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[REDACTED]

James H. Taylor
Secretary
Executive Advisory Group

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cc: Mr. [REDACTED]